

Senior Grants Program Support Manager

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| <ul style="list-style-type: none">• Job Title: Senior Grants Program Support Manager | Reports to: <u>Director, Grants Management</u> |
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Job Summary: The grants program support manager is a senior member of the grants management team (GMT) and contributes to grants management responsibilities for state and federal funding sources that support direct intervention services for victims of crime. Responsible for all aspects of the grants monitoring process, including development, implementation, and coordination for multiple funding streams and technical assistance offerings as assigned by the Director of Grants Management.

Essential Functions:

- Coordinates monitoring visits with Grant Managers and relevant fiscal staff at funded agencies across the Commonwealth and manages necessary follow up.
- Works collaboratively with team members to assure efficiency and accuracy of work products.
- Coordinates reporting and review of budgets, budget amendment requests, and reimbursement invoices submitted for approval with data analyst.
- Provides a broad range of technical assistance to team members, including presentations and orientations.
- Establishes and maintains professional working relationships with sub-recipients.
- Represents MOVA at community/regional/statewide meetings.

Additional Responsibilities:

- Maintains accurate record-keeping and filing.
- Assists in updating and maintaining grant-related information on the agency website and appropriate listserv(s).

Qualifications:

- Bachelor's Degree required and three to five years relevant experience.
- Experience in program monitoring or program audits.
- Experience working with grants management and/or program development as a sub-recipient or within the Commonwealth.
- Familiarity with direct services programming (e.g. social services, sexual and domestic violence services, etc.).
- Strong written and oral communication skills.
- Ability to create, analyze, and manage budgets.
- Ability to work effectively in a collaborative team environment.
- Strong attention to detail and overall organizational skills.
- Ability to establish and meet deadlines and effectively problem-solve.
- Strong relationship-building skills.
- Strong computer skills, including Microsoft Word, Excel, Outlook, PowerPoint, and capacity to learn other specific software.

How to Apply:

Interested applications should submit a resume and cover letter to MOVA at:

MOVA
1 Ashburton Place, Suite 1101
Boston, MA 02108
Attn: Desiree Bender
moval@state.ma.us
617-586-1341 (fax)

Additional Information:

Salary range is low-to-mid 60s. This is a full-time (37.5 hours/week), non-exempt position based in MOVA's Northampton office. Travel throughout Massachusetts required; must possess a valid driver's license.

MOVA is an equal opportunity employer. If you have diversity, affirmative action, or equal employment opportunity questions or need to request a reasonable accommodation, please contact MOVA at 617-586-1340.